



# HUD's eGrants Update for Grantees

August 10, 2004

Office of the Assistant Secretary for Administration/OCIO

# Agenda

- Introductions
- Grants.gov/Find and Apply Primer
- Federal Initiatives and Mandates
  - Government-wide Streamlining Efforts
  - GM Line of Business Working Group
- HUD eGrants Program
  - eGrants Vision, Goal, and Objectives
  - GM Segment Architecture Update
- Next Steps

# Introductions

- Barbara Dorf – Program Sponsor
- Rita Yorkshire – Program Analyst
- Tammy Borkowski – Program Manager
- Martha Glum – Enterprise Architect



GRANTS.GOV<sup>SM</sup>

# What is Grants.gov?

A single, unified storefront for all customers of federal funds to electronically find funding opportunities and electronically apply for funds.

# Grants.gov Statistics

- Officially opened for business - October 1, 2003
- As of July 2004
  - 3,000 grants have been posted to the site
  - 26 Federal Agencies have posted funding opportunities
  - 16 Federal Agencies have posted electronic applications covering 115 programs
- Week of July 5
  - 1,209,442 hits per week
  - 547,943 applicant notification emails sent per week
- HUD posted its first electronic application on May 12, 2004 - Housing Counseling Training

# HUD's Grants.gov Statistics

- Received its first electronic application May 22, 2004.
- Housing Counseling Training NOFA received 18 applications electronically by the deadline.
- Grants.gov support was able to handle all transmission questions posed by applicants.

# Grants.gov/Find and Apply Primer



**Get  
Started****Find Grant  
Opportunities****Apply For  
Grants****Customer  
Support****WHAT'S NEW**

Browse our new [Resources](#) page to better meet your needs!

Be on the look-out for a request to participate in the [Grants.gov Satisfaction Survey](#)!

[Grant Opportunities](#) posted in the last 7 days.

[Grant Application Packages](#) available on Grants.gov today.

Review the July Stakeholder [Meeting Materials](#)!

Latest edition of the [SUCCEED \(.pdf\)](#) newsletter.

**QUICK LINKS**

Access the most requested information and features.

Select A Topic

**IN THE NEWS**

Grants.gov named as one of 2 FOSE's [Showcase of Excellence](#) E-Government winners!

Users increasingly return to [e-gov sites](#).

**FIND. APPLY. SUCCEED.<sup>SM</sup>**

Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. The [US Department of Health and Human Services](#) is proud to be the managing partner for Grants.gov, an initiative that will have an unparalleled impact on the grant community.

Navigation of Grants.gov is simple. Use the colored tabs and/or links at the top of the screen to access primary sections of the site or the links to the left and below to access information on specific topics.

**[Find Grant Opportunities](#)**

- [Search for Grant Opportunities](#)
- [Register for Notification of Grant Opportunities](#)
- [Resources for Grants](#)
- [Find Information on Government Benefits for Individuals](#)

**[Apply For Grants](#)**

- [Prepare to Apply for Grants Through Grants.gov](#)
- [Access Active Grant Application Packages](#)
- [Download Grant Application Packages](#)
- [Complete a Grant Application Package](#)
- [Submit a Completed Grant Application Package](#)
- [Check the Status of an Application Submitted via Grants.gov](#)

**Get  
Started****Find Grant  
Opportunities****Apply For  
Grants****Customer  
Support**[Find Grant Opportunities](#)[Download an Application  
Package](#)[Register with CCR](#)[Register with the  
Credential Provider](#)[Register with Grants.gov](#)[Log on to Grants.gov](#)

Home &gt; Get Started



Getting started with Grants.gov is easy! There are two key features on the site: [Find Grant Opportunities](#) and [Apply for Grants](#). Everything else on the site is designed to support these two features and your use of them. While you can begin searching for grant opportunities for which you would like to apply immediately, it is recommended that you complete the remaining Get Started steps sooner rather than later, so that when you find an opportunity for which you would like to apply, you are ready to go. Review any of the steps listed below or access the left navigation bar for more detailed information. [Registration Checklists](#) are also available to guide you through the Get Started process.

**[Get Started Step 1 – Find Grant Opportunity for Which You Would Like to Apply](#)**

Start your search for Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities as they are posted to the site by accessing the [Find Grant Opportunities](#) tab at the top of the page.

**[Get Started Step 2 – Download an Application Package](#)**

Once you have located a grant opportunity for which you wish to apply, check to see if it is available to apply online through Grants.gov. You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. Access the [Grants.gov Programs List](#) to review CFDA numbers for programs with applications currently available on Grants.gov. In order to view application packages and instructions, you will also need to download and install the [PureEdge Viewer](#). This small, free program will allow you to access, complete, and submit applications electronically and securely.

**[Get Started Step 3 – Register with Central Contractor Registry \(CCR\)](#)**

Your organization will also need to be registered with Central Contractor Registry. You can register with them online. This will take about 30 minutes. You should receive your CCR registration within 3 business days. Important: You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number. To investigate if your organization already has a DUNS number or [to obtain a DUNS number](#), contact Dun & Bradstreet at 1-866-705-5711. This will take about 10 minutes and is free of charge. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

**[Get Started Step 4 – Register with the Credential Provider](#)**

You must register with a Credential Provider to receive a username and password. This will be required to securely submit your grant application.

**[Get Started Step 5 – Register with Grants.gov](#)**

The final step in the Get Started process is to register with Grants.gov. This will be required to submit grant applications on behalf of your organization. After you have completed the registration process, you will receive email notification confirming that you are able to submit applications through Grants.gov.

**[Get Started Step 6 – Log on to Grants.gov](#)**

After you have registered with Grants.gov, you can log on to Grants.gov to verify if you have registered successfully, to check application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your organization.

Click on the [Help](#) button in the upper right corner to get help with this screen. For additional sources of assistance, access the [Customer Support](#) tab at the top of the screen.

**Get  
Started****Find Grant  
Opportunities****Apply For  
Grants****Customer  
Support**[Find Grant Opportunities](#)[Download an Application  
Package](#)[Register with CCR](#)[Register with the  
Credential Provider](#)[Register with Grants.gov](#)[Log on to Grants.gov](#)[Home](#) > [Get Started](#) > [Register with Central Contractor Registry \(CCR\)](#)

## Register with Central Contractor Registry

Your organization will need to be registered with Central Contractor Registry (CCR) before you can submit a grant application through Grants.gov. When your organization registers with the CCR, you will be required to designate an E-Business Point of Contact\*. This individual will become the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov.

**Why is this important?** CCR validates applicant information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The CCR will house your organizational information, allowing Grants.gov to use that information to verify your identity and to pre-fill organizational information on your grant applications.

**What is the process?** You may register for the CCR by calling the CCR Assistance Center at 1-888-227-2423 or you may register online at <http://www.ccr.gov>.

To make the process easier, we suggest that you download CCR's [Registration Worksheet](#) and complete it prior to registering. You will need [Adobe Reader](#) to view this registration worksheet.


Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted). Note: The Marketing Partner (MPIN) can also be used as a password to access other government applications (e.g. Past Performance Automated System, FedBizOpps, and FedTeDS).

The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. The E-Business Point of Contact will need to know the MPIN within the CCR Profile to be able to login to the [EBiz](#) link on Grants.gov.

If you have the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. You should receive your CCR registration within 3 business days.

\*PLEASE NOTE: The designated E-Business Point of Contact will be notified via email when individuals from their organization Register with Grants.gov (Getting Started Step 5). This registration constitutes a request to be granted Authorized Organization Representative (AOR) rights. AORs have the ability to submit grant applications through Grants.gov. To assign AOR rights, E-Business Point of Contacts should access the [EBiz](#) link at the top of the page for further direction and guidance.



# Central Contractor Registration

ntly in the database...gov

Vendor Corner Government Arena Small Business CCR Handbook Access CCR Data Help

**Start New Registration**

**Finish Saved Registration Using Confirmation #**

**Update or Renew Registrations Using TPIN**

**Search CCR**  
Find my DUNS  
Find my CAGE

**Federal Agency Registration**  
Dynamic Small Business Search

**Security Alert**

If you receive a letter from the Department of Transportation requesting your TPIN number, do not respond. DO NOT give your TPIN number to anybody. Your TPIN number is a confidential password into your CCR information. If you feel your TPIN number has been compromised please have your CCR Point of Contact call the CCR helpdesk at 888-227-2423 or 269-961-4725 to request a new one be assigned to your company. NEVER give your TPIN number to anyone.

**CCR Daily**

E-mail Marketing Seminar

**Upcoming Events**

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

**REGISTRATION ASSISTANCE:**

In the event that you are utilizing a screen reader (JAWS for Windows) to register in CCR, please call the helpdesk at 1-888-227-2423 for registration assistance.

**Notice:**

EFT changes may be made to Central Contractor Registration (CCR) trading partner profiles as a result of National Agency Clearing House Association (NACHA) notices of change (NOC) (EFT data) provided to DLIS by DFAS. [Read more...](#)

**View additional information about new data elements in CCR**

**Federal Acquisition Circular (FAC) 2001-16 amends the FAR to require contractor registration in CCR database ...**

**Federal Agency Registration**

I was told all federal agency buyers and sellers have to register in the CCR - is this true?

**Partner Programs**

View the Government Programs that use CCR data. Make sure that you are providing all the necessary data to be part of these programs. [Click here for details.](#)

**egov**  
My Government My Terms

**Security Notice**

**CCR Policy and Background**

**CCR Issue Tracker**

**Government Industry Data Mart**

**GIDM**

**Central Contractor Registration Worksheet**

You may use this CCR Worksheet to collect the information required to register in CCR and then go to the CCR website at [www.ccr.gov](http://www.ccr.gov) to register.

(M) = Mandatory field. Data must be entered for registration to be complete.

**General Information**

DUNS Number<sup>1</sup> (M): \_\_\_\_\_ CAGE Code<sup>2</sup> (M if foreign): \_\_\_\_\_

Legal Business Name (M): \_\_\_\_\_

Doing Business As (DBA Name): \_\_\_\_\_

Tax ID/EIN<sup>3</sup> (M if in U.S.): \_\_\_\_\_

OR Social Security Number: \_\_\_\_\_

Division Name: \_\_\_\_\_ Division Number: \_\_\_\_\_

Corporate Web Page URL (Company website address): \_\_\_\_\_

Example: <http://www.example.com> or <http://example.com>

Physical Address (M): \_\_\_\_\_

City (M): \_\_\_\_\_ State (M): \_\_\_\_\_

Zip/Postal Code (M): \_\_\_\_\_ Zip Plus 4 (M): \_\_\_\_\_ Country (M): \_\_\_\_\_

Mailing Address (M): ☐ Check if same as physical address

Business Name (M): \_\_\_\_\_

Mailing Address (PO Box is acceptable) (M): \_\_\_\_\_

City (M): \_\_\_\_\_ State (M): \_\_\_\_\_

Zip/Postal Code (M): \_\_\_\_\_ Zip Plus 4 (M): \_\_\_\_\_ Country (M): \_\_\_\_\_

Business Start Date (M) (mm/dd/yyyy): \_\_\_\_\_ Number of Employees (M): \_\_\_\_\_

Fiscal Year Close Date (M) (mm/dd): \_\_\_\_\_ Annual Revenue (M): \_\_\_\_\_

**Corporate Information**

Type of Relationship with U.S. Federal Government (M) (Must Check One)

- ☐ Contracts  
☐ Grants  
☐ Both (Contracts & Grants)

1. Data Universal Numbering System (DUNS) - Call Dun & Bradstreet at 1-866-705-5711 or 1-610-882-7000 if unsure.
2. Commercial and Government Entity (CAGE) Code. If you are a foreign registrant, you must enter your NCAGE. If you are a U.S. registrant and do not have a CAGE Code, one will be assigned to you.
3. Taxpayer Identification Number (TIN)/Employer Identification Number (EIN). Mandatory if U.S. Registrant unless Sole Proprietor, then SSN is acceptable. Call the IRS at 1-800-829-1040 if unsure. The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the officer's relationship with the Government (31 U.S.C. 7701 (c) (3)).

12/24/2003

Page 1 of 7  
CCR Registration Worksheet

Type of Organization (M) (as defined by the IRS - must check one)

- ☐ Corporate Entity, Not Tax Exempt

**Get  
Started****Find Grant  
Opportunities****Apply For  
Grants****Customer  
Support**[Find Grant Opportunities](#)[Download an Application  
Package](#)[Register with CCR](#)[Register with the  
Credential Provider](#)[Register with Grants.gov](#)[Log on to Grants.gov](#)[Home](#) > [Get Started](#) > [Register with the Credential Provider](#)

## Register with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the Federal program that ensures secure transactions.

E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining, with certainty, that someone really is who they claim to be.

The Credential Provider for Grants.gov is Operational Research Consultants (ORC). When you register with ORC, you will receive a username and password which you will need to Register with Grants.gov as an Authorized Organization Representative (AOR). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization. Note that the eBusiness Point of Contact for your organization will need to assign these rights to you once you have registered with Grants.gov.

Registering with a Credential Provider is a simple process. Access [Credential Provider](#) to register. If you have any questions about obtaining credentials, please contact us at [support@grants.gov](mailto:support@grants.gov).

Guidance on this process is included in the Tutorial, User Guide and Help sections of this site. Just access the [Customer Support](#) tab, or click the [Help](#) button above for assistance.

Get  
Started

Find Grant  
Opportunities

Apply For  
Grants

Customer  
Support



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[Electronic Signature Package](#)

[Register with CCR](#)

[Register with the  
Credential Provider](#)

[Register with Grants.gov](#)

[Log on to Grants.gov](#)

Register with Credential Provider

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Once you are registered, you will have receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

Registering with a Credential Provider is a simple process. Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the tutorial, customer support or question mark links above for assistance.

**Please enter your DUNS Number  
to Register with the Credential Provider.**

DUNS or DUNS+4

Register

Grants.gov - Register with Grants.gov - Microsoft Internet Explorer

FileEditViewFavoritesToolsHelp

Addresshttps://apply.grants.gov/GrantsgovRegisterGo



GrantorsApplicantsEBizAbout UsResourcesPrivacyFAQsSite MapHELP

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[Find Grant Opportunities](#)  
[Download an Application Package](#)  
[Register with CCR](#)  
[Register with the Credential Provider](#)  
[Register with Grants.gov](#)  
[Log on to Grants.gov](#)

Home > Get Started > Register with Grants.gov

## Register with Grants.gov

Once you have registered with a Credential Provider, you will need to register with Grants.gov as an Authorized Organization Representative (AOR). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the [Customer Support](#) tab, [Tutorial](#) link, or [Help](#) button for assistance.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the E-Business Point of Contact (POC) for assignment of user privileges.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Register

**Warning Notice!**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.





[Search Grant Opportunities](#)  
[Receive Grant Opportunity Notification](#)

Home > Find Grant Opportunities



## FIND grant opportunities

Grants.gov provides organizations with the ability to search for Federal government-wide grant opportunities. The Office of Federal Financial Management recently issued a [policy directive \(.pdf\)](#) requiring that all Federal agencies post grant opportunities online as of November 7. Access [Search Grant Opportunities](#) to begin your search.

Do you want to register to receive email notifications of new grant postings from FedGrants.gov? Access [Receive Grant Opportunity Notification](#).

If you are an individual looking for information on government benefits, refer to [GovBenefits.gov](#), the official government benefits website, a free, confidential tool that helps individuals find government benefits they may be eligible to receive.

[Search Grant Opportunities](#)[Receive Grant Opportunity Notification](#)

Home &gt; Find Grant Opportunities &gt; Search Grant Opportunities

## Search Grant Opportunities

To perform a full text search for a grant, complete the "Full Text Search" field and click the "Search" button. Access [Search Tips](#) for helpful search strategies.

You can also perform a search by completing one or more of the additional fields and clicking the "Start Search" button at the bottom of the screen. Once you find an opportunity for which you wish to apply, you will need to record the Funding Opportunity number or CFDA number and enter it manually on the [Download Application Packages](#) screen in the [Apply for Grants](#) section of this site.

For additional help finding a grant, access the [Customer Support](#) tab. Click the [Help](#) button in the upper right corner to get help with this screen.

**Full Text Search:** **Search In:**

- ☒ Active Documents  
☐ Archived Documents

**Search by Funding Opportunity Number:****Dates to Search:**

All Days  
Last 3 Days  
One Week  
Two Weeks  
Three Weeks

**Search by CFDA Number:****Search by Funding Activity Category:**

All Codes  
Agriculture  
Arts (see "Cultural Affairs" in the CFDA)  
Business and Commerce  
Community Development

**Search by Funding Instrument Type:**

All Codes  
Cooperative Agreement  
Grant  
Other  
Procurement Contract

**Search by Agency:**

All Agencies  
American Cancer Society  
American Heart Association  
Agency for International Development  
Appalachian Regional Commission

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Home &gt; Apply for Grants

A graphic of a computer keyboard, showing keys like 'W', 'D', 'F', 'T', 'A', 'S', 'Z', and 'X'.

## APPLY for grants

Grants.gov provides a single, secure and reliable source for applying for Federal grants online, simplifying the grant application process and reducing paperwork. To learn more about the benefits of applying online, access [key benefits](#).

Do you have the Funding Opportunity and/or CFDA number of the grant for which you want to apply? You need it to download a grant application and apply for a grant.

If you have the Funding opportunity and/or CFDA number, you are ready to download the application package and begin the process to apply for grants through Grants.gov. It is a 3-step process:

### [Apply Step 1 – Download a Grant Application Package and Application Instructions](#)

You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. Access [Grants.gov Programs List](#) to review CFDA numbers for programs with applications currently available on Grants.gov. In order to view application packages and instructions, you will also need to download and install the [PureEdge Viewer](#). This small, free program will allow you to access, complete, and submit applications electronically and securely.

### [Apply Step 2 – Complete the Selected Grant Application Package](#)

You can complete the application offline. Everything you need to know is included in the application package and instructions.

### [Apply Step 3 – Submit a Completed Grant Application Package](#)

You will submit the application online. When you are ready to submit the completed application, you will also need to have already completed the Get Started Steps. You will then need to log into Grants.gov using the username and password you entered when you registered with a Credential Provider to submit the application.

For more information about these steps, select the corresponding links above or on the left navigation bar.

Click on the [Help](#) button at the upper right of this screen if you have any questions about the information on this screen. For additional guidance, access the [Customer Support](#) tab at the top of the screen.



Get  
Started

Find Grant  
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Grants

Customer  
Support

[Download  
Application Package](#)  
[Complete  
Application Package](#)  
[Submit  
Application Package](#)

[Home](#) > [Apply for Grants](#) > [Download Application Package](#)

## Download Application Package

To download an application package, enter the appropriate CFDA Number and/or Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

HUD-CBTEST-0803200

Funding Opportunity Competition ID:

Download Package

If you do not remember the Funding Opportunity Number for the grant opportunity for which you want to apply, return to the "Find Grant Opportunities" section to locate the grant opportunity and then return to this screen to enter the number to find the appropriate application package.



Get  
Started

Find Grant  
Opportunities

Apply For  
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Customer  
Support

[Download  
Application Package](#)  
[Complete  
Application Package](#)  
[Submit  
Application Package](#)

[Home](#) > [Apply for Grants](#) > [Forms & Applications](#) > [Selected Grant Applications for Download](#)

## Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Agency	Instructions	Application
	HUD-CBTEST-08032004		Dept of Housing and Urban Development	<a href="#">download</a>	<a href="#">download</a>

## Download Opportunity Application Instructions

You have chosen to download the application instructions for the following opportunity:

**Opportunity Number:** HUD-CBTEST-08032004: Capacity Building

**Agency:** Dept of Housing and Urban Development

**Opening Date:** 08/03/2004

**Closing Date:** 08/06/2004

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application instructions by selecting the download link below. While the instructions file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to read the instructions once you save it to your computer.

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Download the application instructions by selecting the file below. You may save the file to your computer for future use or you may open the file to read the instructions once you save it to your computer.

### Download Application Instructions

 Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ...-08032004-instructions.zip

File type: WinZip File

From: atapply.grants.gov

Would you like to open the file or save it to your computer?

☒ Always ask before opening this type of file

file may open directly, press to read the

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Download the application instructions by selecting the file below. You may save the file to your computer for future use or you may print the instructions once you save it to your computer.

### Download Application Instructions

WinZip - oppHUD-CBTEST-08032004-instructions[1].zip

File Actions Options Help

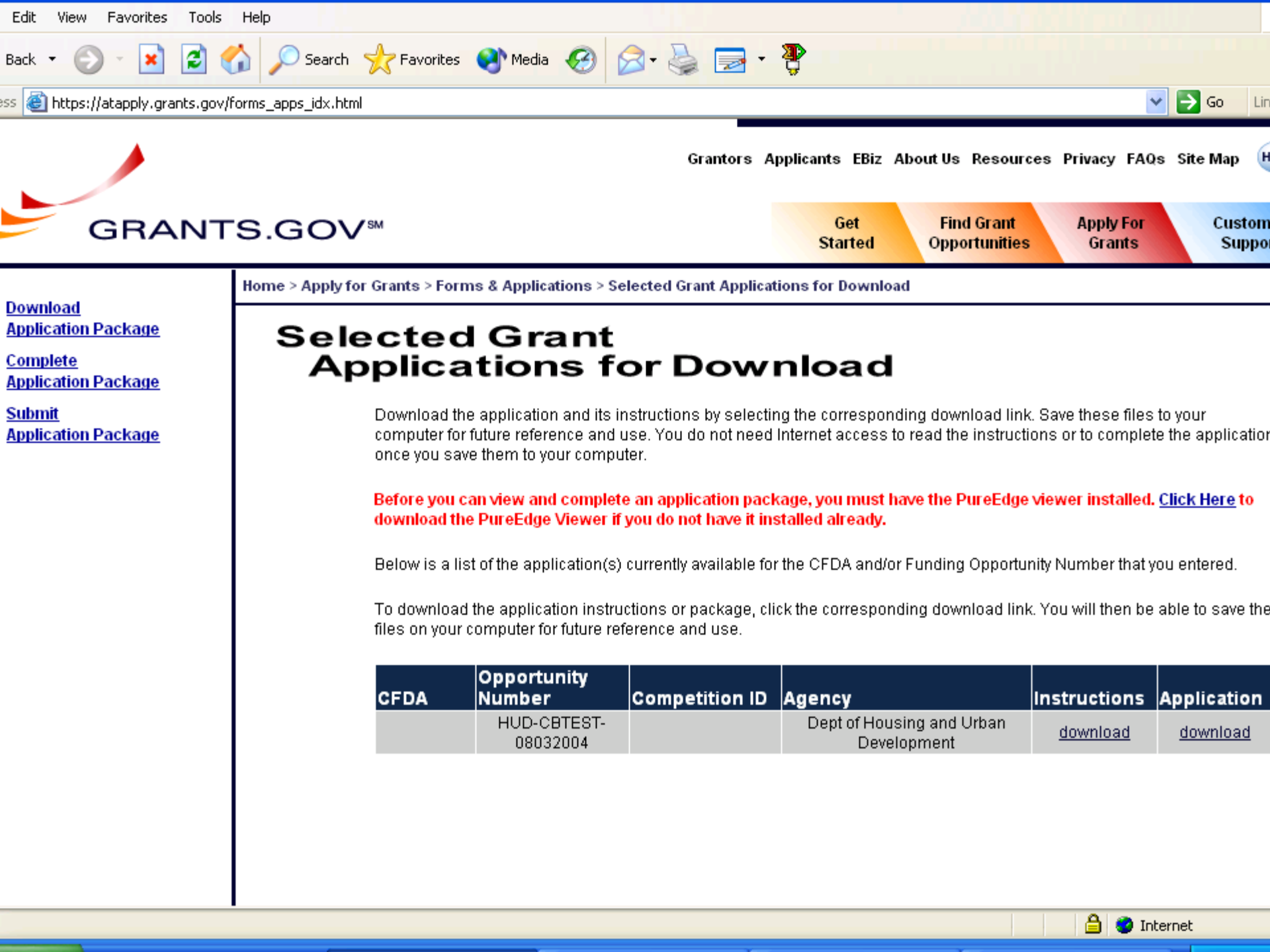
New Open Favorites Add Extract View CheckOut Wizard

Name	Type	Modified
 424-cb.pdf	Adobe Acroba...	12/5/2003
 424-cbw.pdf	Adobe Acroba...	12/15/2003
 4925-N-01Capacity Bldg redline 051104 BD edit 51104.doc	Microsoft Wor...	5/11/2004
 HUD 2880 and 96010.doc	Microsoft Wor...	12/9/2003

Selected 0 files, 0 bytes Total 4 files, 4,021KB

or you may download the instructions directly, by clicking on the link below.





## Selected Grant Applications for Download

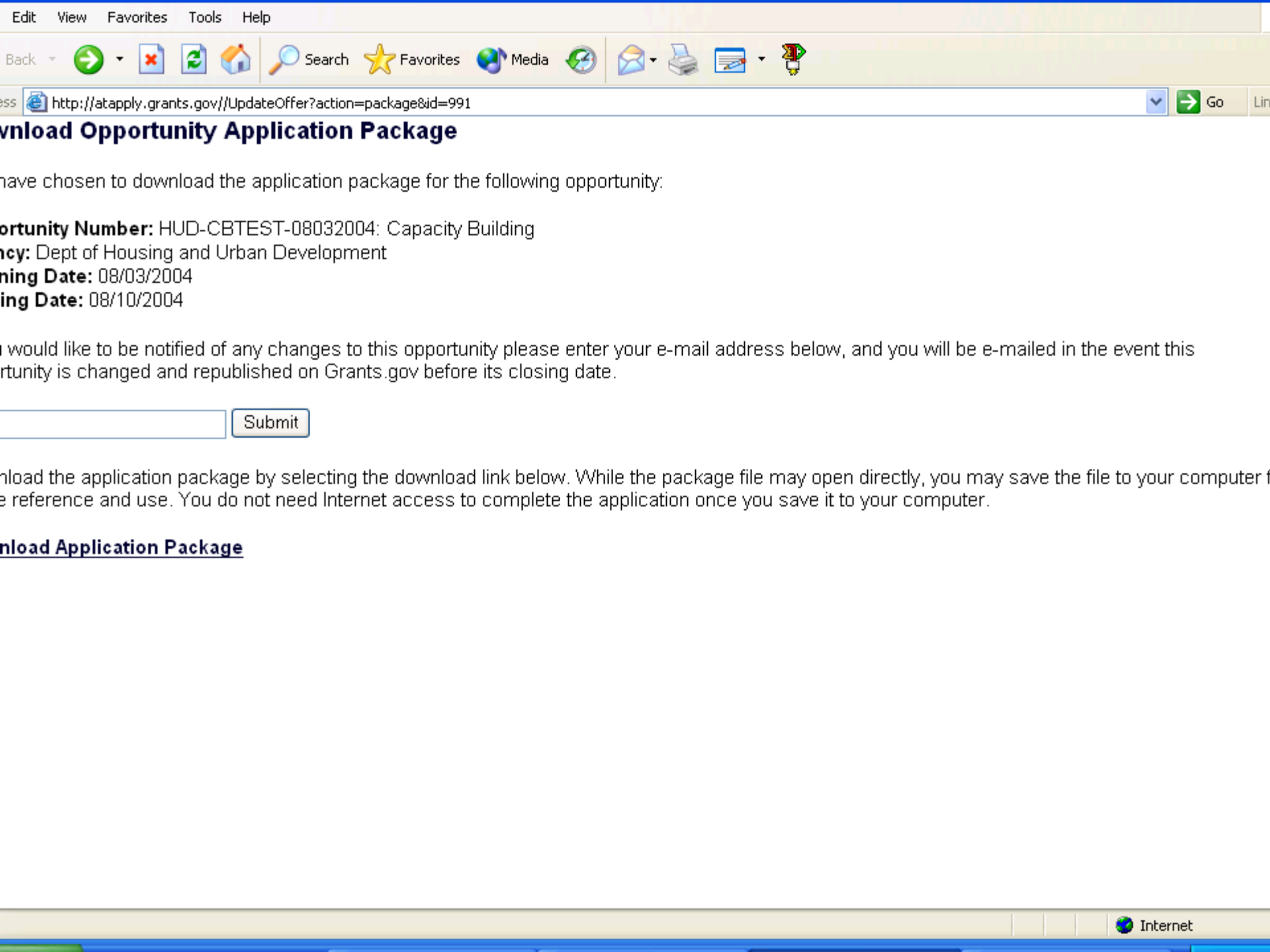
Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

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**Opening Date:** 08/03/2004

**Closing Date:** 08/10/2004

You would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application package by selecting the download link below. While the package file may open directly, you may save the file to your computer for reference and use. You do not need Internet access to complete the application once you save it to your computer.

### Download Application Package



## Grant Application Package

Opportunity Title:	Capacity Building
Sponsoring Agency:	Dept of Housing and Urban Development
Application Number:	
Application Description:	
Opportunity Number:	HUD-CBTEST-08032004
Competition ID:	
Opportunity Open Date:	08/03/2004
Opportunity Close Date:	08/10/2004
Agency Contact:	Rita Yorkshire Program Analyst E-mail: dorthera_yorkshire@hud.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application Filing Name:

**Mandatory Documents**

Application for Federal Assistance (SF-424)  
Disclosure of Lobbying Activities (SF-LLL)

Move Form to Submission List  
=>

Move Form to Documents List  
<=

**Mandatory Completed Documents for Submission**

Open Form

Open Form

**Optional Documents**

Race Based EEO Survey

Move Form to Submission List  
=>

Move Form to Documents List  
<=

**Optional Completed Documents for Submission**

# APPLICATION FOR FEDERAL ASSISTANCE

Version 9/03

TYPE OF SUBMISSION:

Application

☒ Construction

☒ Non-Construction

Preapplication

☐ Construction

☐ Non-Construction

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

APPLICANT INFORMATION		Organizational Unit:	
Legal Name:		Department:	
Organizational DUNS:		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street1:		Prefix:  * First Name:	
Street2:		Middle Name:	
City:		* Last Name:	
State:  * Zip Code:		Suffix:  * Email:	
* Country: USA		* Phone Number (give area code) Fax Number (give area code)	
EMPLOYER IDENTIFICATION NUMBER (EIN):			
TYPE OF APPLICATION:		7. * TYPE OF APPLICANT:	
<input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision		Other (specify)	
Revision, enter appropriate letter(s) in box(es)			
A. Increase Award B. Decrease Award C. Increase Duration		9. * NAME OF FEDERAL AGENCY:	
D. Decrease Duration Other (specify):			



RR\_SF424 Page 2

Close Form Previous Print Page

☒ I agree

*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.*

**19. Authorized Representative**

Prefix:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

\* Position/Title:  \* Organization:

Department:  Division:

\* Street1:  Street2:

\* City:  County:  \* State:  \* ZIP Code:

\* Country:

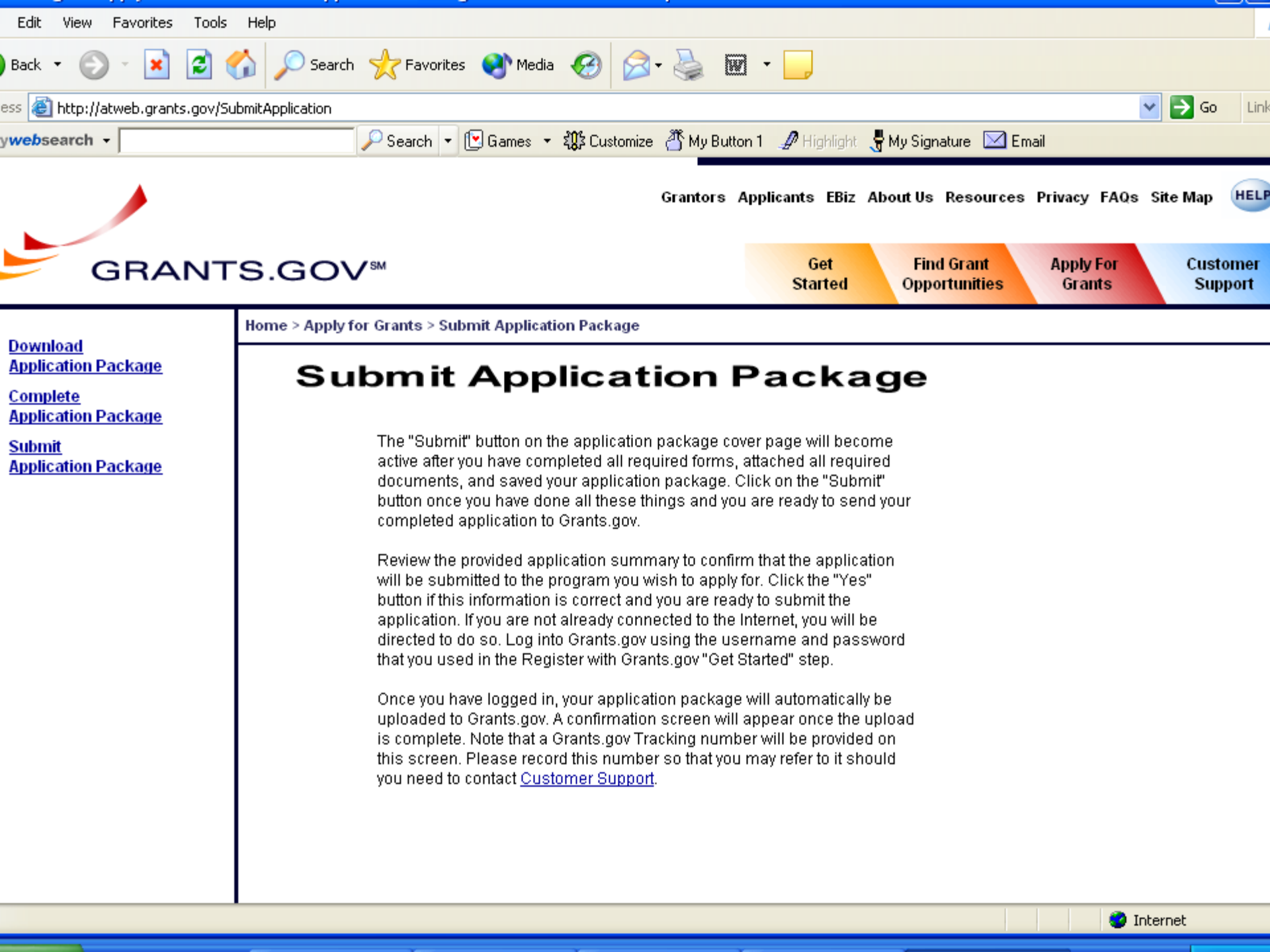
\* Phone Number:  Fax Number:  \* Email:

**\* Signature of Authorized Representative** **\* Date Signed**

Completed on submission to Grants.gov

Completed on submission to Grants.gov

**It is the organization's responsibility to assure that only properly authorized individuals sign in this capacity and/or submit the application to Grants.gov. If this application is submitted through Grants.gov leave blank. If a hard copy is submitted, the AR must sign this block.**



# Submit Application Package

The "Submit" button on the application package cover page will become active after you have completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once you have done all these things and you are ready to send your completed application to Grants.gov.

Review the provided application summary to confirm that the application will be submitted to the program you wish to apply for. Click the "Yes" button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so. Log into Grants.gov using the username and password that you used in the Register with Grants.gov "Get Started" step.

Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking number will be provided on this screen. Please record this number so that you may refer to it should you need to contact [Customer Support](#).

- [Download Application Package](#)
- [Complete Application Package](#)
- [Submit Application Package](#)

[Get Started](#)[Find Grant Opportunities](#)[Apply For Grants](#)[Customer Support](#)[Context Sensitive Help](#)[Frequent Questions](#)[Tutorial](#)[User Guide](#)[Quick Reference](#)[Glossary](#)[Contact Us](#)[Home](#) > [Customer Support](#)

## CUSTOMER support

Grants.gov customer support resources will help you find answers to your questions. Select the links below or on the left navigation bar to get the help you need. All customer support resources launch in pop-up windows so that you don't lose your place on Grants.gov. Just access the help you need and close the pop-up window to return to where you are on the site.

### [Context Sensitive Help](#)

Information for the specific page that you are on. Context-sensitive help can be accessed at any time by clicking the [Help](#) button in the upper right corner of your screen.

### [Frequent Questions](#)

A list of commonly asked questions and answers

### [Tutorial](#)

A computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.

### [User Guide](#)

A comprehensive guide to reference information about Grants.gov, with an index. You can use this online or print what you need.

### [Quick Reference](#)

A job aid that will provide the most commonly used information.

### [Glossary](#)

A list of common terms relating to grants and their definitions.

### [Contact Us](#)

Email and telephone support, for when you need assistance or just want to tell us what you think.

If you think that someone has fraudulently represented Grants.gov, contact the HHS Fraud Hotline at 1-800-447-8477 and contact [support@grants.gov](mailto:support@grants.gov).

# Grants.gov/Apply Tips

- Be sure you have permission to install the PurEdge Viewer (for large organizations ask IT administrator to push PurEdge to your computer)
- Register Early – Do not wait until the NOFA is published.
- Submit your application when the Customer Support Line is open.
- Make sure your AOR signing the application has the authority to make a legally binding agreement for your organization.



# Grants.gov/Apply Tips

- Zip attached files and send as a single attachment.
- Allow time for application to upload and transmit to Grants.gov.
- Timely receipt is when the application is received by Grants.gov.

# Federal Initiatives and Mandates

# Government-wide Streamlining Actions –

- May 11, 2004 Federal Register Notice Eliminates Certifications for Drug-Free Workplace and Debarment and Suspension
- Debarment and Suspension Working Group is developing a single regulation to replace each agency's separate full text plus any additions, clarifications or exceptions in the agency implementation regulations; reducing the CFR by approximately 750 pages.

# Streamlining Actions-R&R

- A cross-agency work group completed the SF 424 (R&R) –Research and Related data set.
- The SF 424 (R&R), after full agency review and comment, will become the common Federal form for research and related grant applications, replacing agency specific forms.

# Interagency Actions – Grants Management Line of Business

- In March 2004, OMB formed the Grants Management Line of Business (GMLoB) Task Force as part of government-wide business consolidation efforts.
- The GMLoB vision is a government-wide framework to support end-to-end grants management activities.

# GMLoB Goals

- Use Best Practice business processes and standard data models.
- Leverage and maximize existing agency and industry capabilities to support market segment lines of business in Grants Management.
- Achieve or enhance cost savings in enhancement or acquisition, implementation and operation of grants management systems.

# GMLoB Progress

- Issued RFI for agency and industry best practice responses.
- Reviewed responses and prepared white paper with recommendations to OMB.
- Draft White Paper developed July 2004 identifying common grants management processes.

# GRANTS MANAGEMENT PROCESS FLOW

## PRE-AWARD

## AWARD

## POST-AWARD

## CLOSE-OUT

0

1

3,5

7

9

11

13



<b>0) Pre Programming</b> <ul style="list-style-type: none"> <li>Develop project/solicitation</li> <li>Response back</li> <li>Appeal step on allocation of non-competitive monies</li> <li>Clearance process</li> <li>Establish milestone for completion of grant</li> <li>Information collection clearance</li> <li>Create forms</li> </ul>
<b>1) Program Announcement</b> <ul style="list-style-type: none"> <li>Distribute solicitations</li> <li>Assess applicants funding proposal development</li> <li>Establish submission process</li> <li>Create / publish announcement</li> </ul>
<b>2&amp;4) Find &amp; Apply</b> <ul style="list-style-type: none"> <li>Research / find &amp; target opportunities</li> <li>Form partnerships</li> <li>Cost business &amp; technical assistance from grantor</li> <li>Prepare proposal &amp; materials for submission</li> </ul>
<b>3&amp;5) Authenticate &amp; Intake</b> <ul style="list-style-type: none"> <li>Create / validate users</li> <li>Receive applications / proposals and unsolicited proposals</li> <li>Apply business rules &amp; assure administrative compliance</li> <li>Administrative submissions</li> <li>Identify appropriate programs for consideration</li> <li>Acknowledge receipt of proposal</li> <li>Send submission updates</li> </ul>
<b>6) Status &amp; Update</b> <ul style="list-style-type: none"> <li>Access to status review</li> </ul>

<b>7) Conduct Review &amp; Decision</b> <ul style="list-style-type: none"> <li>Coordinate Plan</li> <li>Conduct reviews (Admin, Budget, Policy, Merit, and Business Reviews)</li> <li>Make award decision and provide review output</li> <li>Notify Congress</li> <li>Mentor/peer review panelist support services</li> </ul>
<b>8) In Process Status Review and Support</b> <ul style="list-style-type: none"> <li>Review &amp; support review</li> </ul>
<b>9) Award Fulfillment</b> <ul style="list-style-type: none"> <li>Commit funds</li> <li>Obligate funds</li> <li>Disburse funds</li> <li>Funds control</li> <li>Congressional notification</li> <li>Public announcement</li> </ul>
<b>10) Receive Notification</b> <ul style="list-style-type: none"> <li>Settle financial obligations and tracking</li> </ul>

<b>11) Award Management &amp; Oversight</b> <ul style="list-style-type: none"> <li>Conduct site visits &amp; one-on-one interactions with project director</li> <li>Financial compliance review                             <ul style="list-style-type: none"> <li>Review program &amp; reports</li> </ul> </li> <li>Risk assessment (portfolio management)</li> <li>Audit tracking</li> <li>Amendments / modifications</li> <li>Conduct account consultation</li> <li>Grant administration</li> <li>Administrative actions</li> <li>Recapture and reallocate funds</li> <li>Monitoring use of program income</li> </ul>
<b>12) Reports</b> <ul style="list-style-type: none"> <li>Provide reports to a funding reviewer</li> <li>Provide information on administrative costs for approval</li> <li>Program unique reports</li> </ul>

<b>13) Grantor Close-out</b> <ul style="list-style-type: none"> <li>Distribution &amp; archiving of grant reports</li> <li>Link to financial management processes</li> <li>Financial reconciliation</li> <li>Enterprise Management Information Reporting</li> <li>Recapture property owed to the government</li> <li>Report inventions/copyrights</li> <li>Identify best practices; share with others</li> </ul>
<b>14) Grantee Close-out</b> <ul style="list-style-type: none"> <li>Submission of final reports</li> <li>Financial reconciliation</li> </ul>

## Process Flow Legend

	Highly Generic
	Generic With Flexible Business Rules
	Fully Tailored



# GMLoB White Paper

- 12 month planning phase
- Introduced concept of Service Centers for discrete business processes (Pre-Award, Award, Post-Award, Audit).
- Functionality becomes available in FY 06 –07 as Service Centers come online.
- Agencies adopt increasing functionality over a 4 year period.
- Change Management Costs incurred once for each Service Center
- Savings Accrued through increased operational efficiencies and cost avoidance.

# HUD eGrants Program

# HUD eGrants Vision

A HUD-wide solution to support end-to-end grants management activities that will result in maximized services provided within communities, business partner collaboration, and agency financial and technical integrity, consistent with Federal Grants Management Line of Business solution.

# HUD eGrants Goal

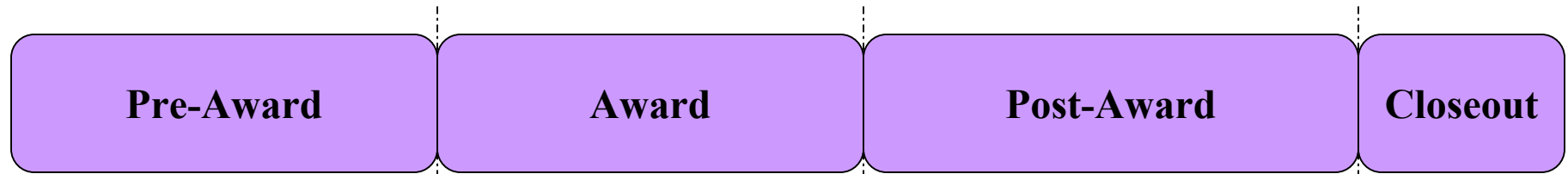
Leverage technology to empower our business partners, program offices, and the Department as a whole to increase housing and development services to quantitatively improve communities.

# HUD eGrants Objectives

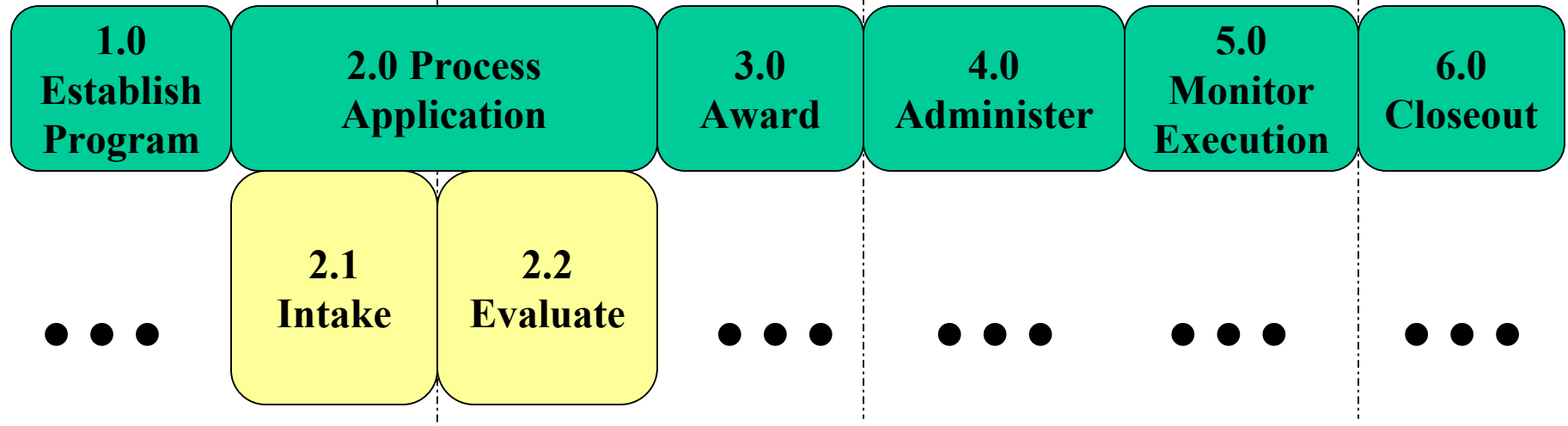
- Provide HUD business partners with integrated, Federal information they can use to leverage housing and development services in communities.
- Improve data collection and analysis capabilities within the Department to better target community needs.

# Grants Management Lifecycle Phases

## OMB Grants Management Line of Business (draft)



## HUD Grants Management Lifecycle



# Business Model Observations

- Limited process differences exist between Formula and Discretionary Grants.
- Define standardized requirements for amending existing grant agreements.
- OMB Performance Metrics requirements will impact performance monitoring activities.

# Business Model Observations (cont'd)

- Office-specific business processes are additional processes, not alternatives to the common process flow.
- Processes requiring additional implementation flexibility have been identified throughout the GM lifecycle.



# Analysis Statistics

- At the lowest level of detail, more than 85% of the business processes are not office-specific.
- Of that 85%, more than 70% are common to the overall grants process (i.e. not specific to discretionary or formula grants).
- 80% of the office-specific business processes occur in the first three phases of the GM lifecycle.
- Less than 25% of the business rules are office-specific.
- Approximately 10% of the office-specific business rules apply to more than one business process.

# Next Steps for Applicants/Grantees

- Install PurEdge Viewer
- Complete Grants.gov registration process
- Inform business partners about Grants.gov and electronic submissions
- Submit 2005 applications via Grants.gov